

# THE OFFICE OF RESEARCH SERVICES



**Supporting**

**National Health**

**and Research**

U.S. Department of Health  
and Human Services  
Public Health Service  
National Institutes of Health





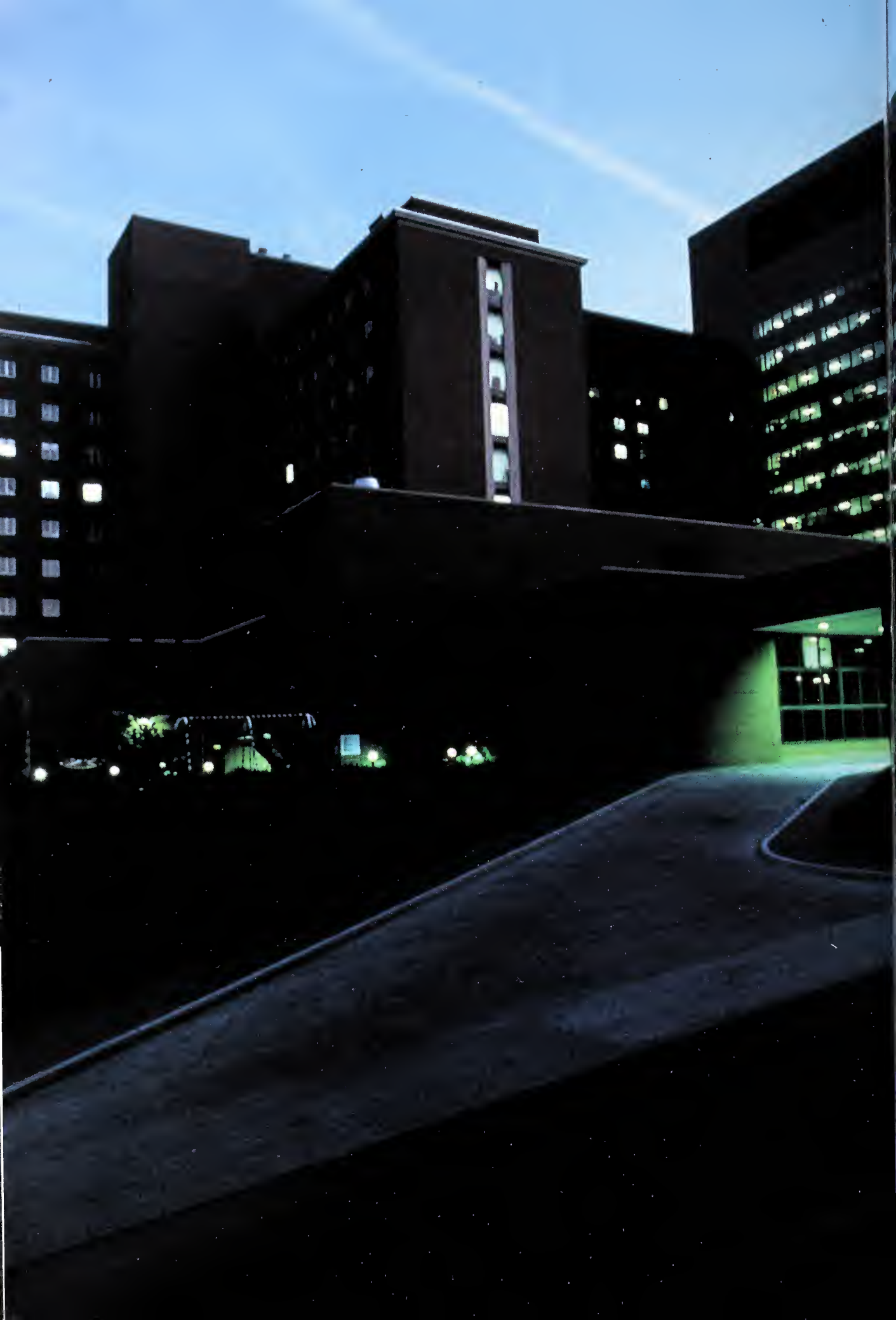
THE OFFICE OF RESEARCH SERVICES

OR  
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**Supporting**

**National Health**

**and Research**







**Fifty percent of cancer patients can now be cured because of advances in science at the National Institutes of Health . . .**

**Severe vision loss from advanced diabetes has been reduced by sixty percent in the last fifteen years . . .**

**Since 1972, the death rate of coronary heart disease has been lowered by forty-three percent . . .**

**As little as fifteen years ago, human genetics was a mystery . . .**

**Because of  
biomedical  
research,  
these and  
many other  
questions  
have been  
answered . . .**

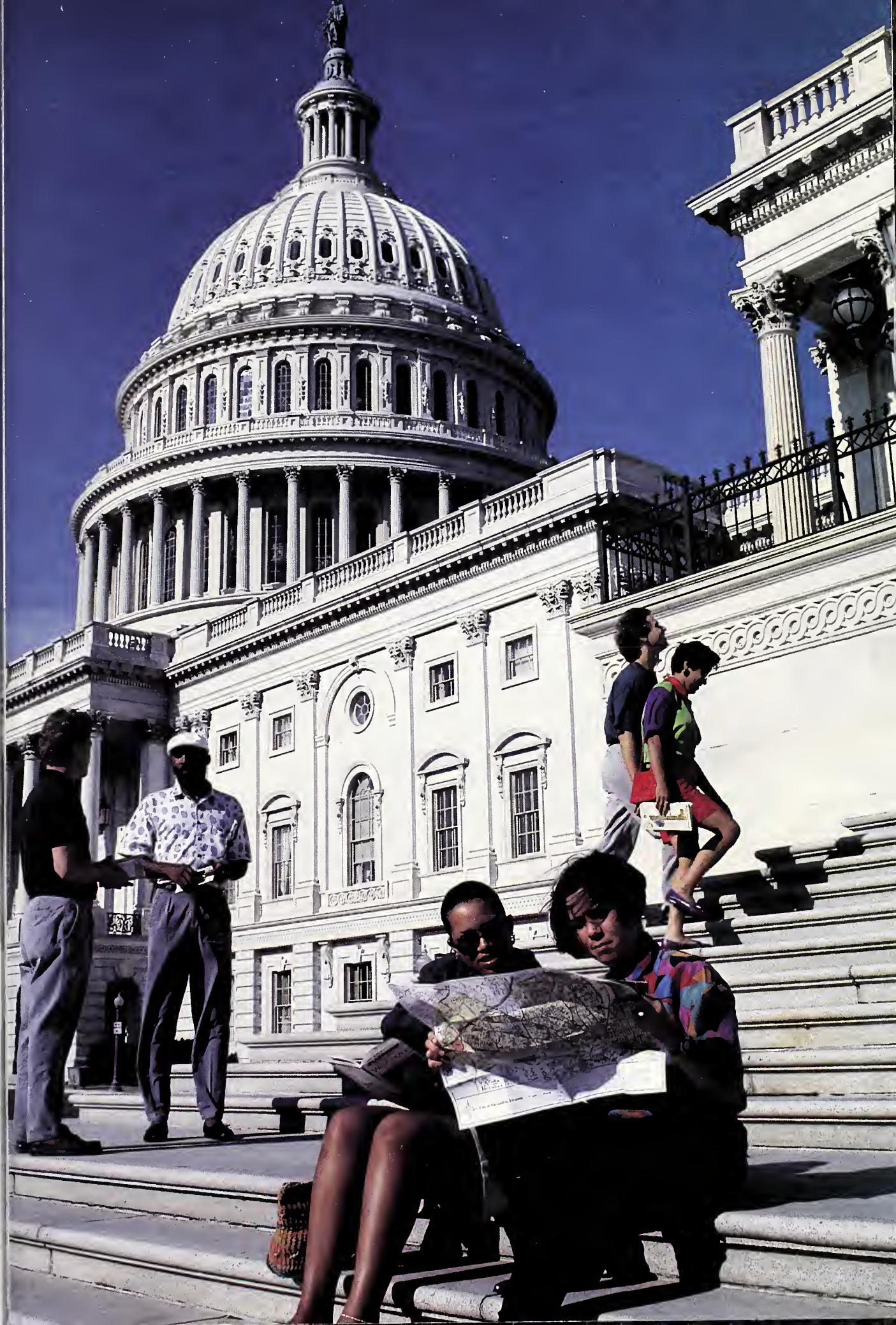
**T**

he National Institutes of Health is a unique and exciting organization where research and medicine are combined to uncover the riddles of the human body.

It is an arm of the United States Department of Health and Human Services and is responsible for promoting, tracking and improving the Nation's health. The NIH has grown from a one-room laboratory in 1887 to the largest biomedical research facility in the world.

Located just outside the nation's capital on a beautiful 300-acre campus are twenty-two Institutes, Centers and Divisions, which help accomplish the goal of further advancing science and medicine. At any one time more than 15,000 employees, both on and off campus, help in this mission.





## The Essential Link . . .



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he vital research conducted at the NIH could not be possible without the support of the Office of Research Services (ORS).

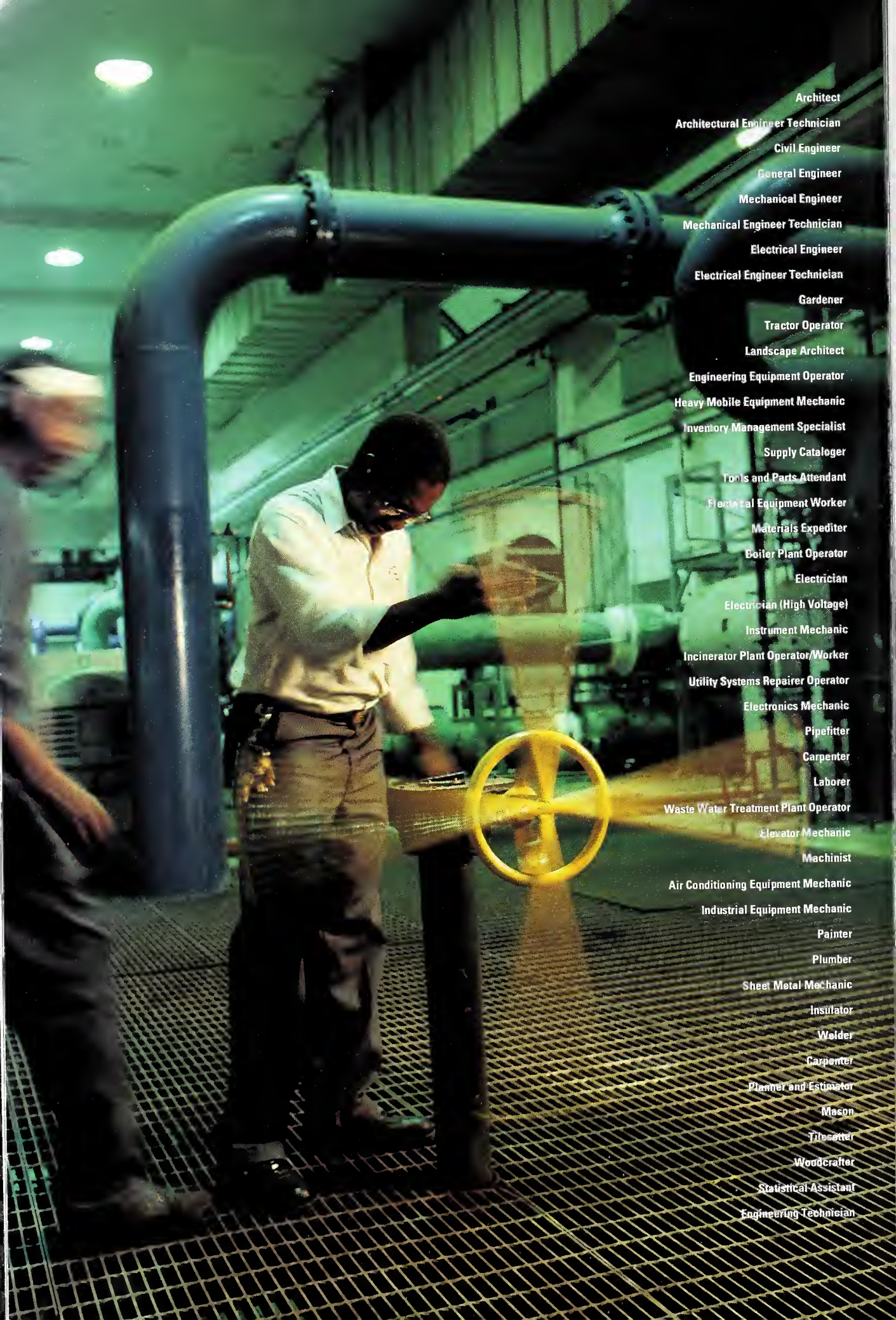
ORS has six components under an Associate Director for Research Services that provide assistance to the various organizations within the NIH. These divisions offer services ranging from operating an immense telephone network to providing radiation safety to managing mechanical engineering projects. Computer analysts, electricians, locksmiths, space managers, audiovisual specialists, and numerous other professionals contribute their expertise to the research effort.

ORS is the third largest component of the NIH, employing more than 1,200 highly skilled individuals. It is one of the most diverse organizations on campus, offering unlimited opportunities within its divisions.









- Architect
- Architectural Engineer Technician
- Civil Engineer
- General Engineer
- Mechanical Engineer
- Mechanical Engineer Technician
- Electrical Engineer
- Electrical Engineer Technician
- Gardener
- Tractor Operator
- Landscape Architect
- Engineering Equipment Operator
- Heavy Mobile Equipment Mechanic
- Inventory Management Specialist
- Supply Cataloger
- Tools and Parts Attendant
- Electrical Equipment Worker
- Materials Expediter
- Boiler Plant Operator
- Electrician
- Electrician (High Voltage)
- Instrument Mechanic
- Incinerator Plant Operator/Worker
- Utility Systems Repairer Operator
- Electronics Mechanic
- Pipelitter
- Carpenter
- Laborer
- Waste Water Treatment Plant Operator
- Elevator Mechanic
- Machinist
- Air Conditioning Equipment Mechanic
- Industrial Equipment Mechanic
- Painter
- Plumber
- Sheet Metal Mechanic
- Insulator
- Welder
- Carpenter
- Planner and Estimator
- Mason
- Tilesetter
- Woodcrafter
- Statistical Assistant
- Engineering Technician

## DIVISION OF ENGINEERING SERVICES



The Division of Engineering Services (DES) is the largest division in ORS and plays a vital support role necessary for conducting biomedical research. DES is responsible for providing the architectural, engineering, technical and craft services for the operation, maintenance, alteration, improvement, and construction of the NIH buildings and grounds.

DES personnel include professional engineers and architects, boiler plant operators, electricians, carpenters and painters, and a number of other crafts people who are responsible for approximately seventy buildings on and off campus. These buildings are filled with hundreds of laboratories, patient areas, mechanical rooms, and office space. The complexity of these areas requires special employees who understand a wide variety of needs.

There are many ways to enhance career advancement within each of the branches of DES so that qualified employees can work toward the journeyman level within their career track.

DES also has an apprenticeship program available. This four-year career development program trains individuals to become thoroughly and broadly qualified in their trades. On-the-job experience, as well as formal classes, help apprentices achieve professional status. Whether it is pipefitting, equipment repair, welding, or landscape architecture, DES has positions available for people with diverse skills.





" With the huge volume of  
people here, it is especially  
important to maintain all  
the elevators on campus."

**Elevator Mechanic**

" Some only experience  
the green of the  
campus during lunch,  
but I'm able to work  
in it all day."

**Grounds Maintenance**

**Worker**





# DIVISION OF SPACE AND FACILITY MANAGEMENT



# DSFM

The Division of Space and Facility Management (DSFM) coordinates the enormous variety of work areas within the NIH. From laboratories to offices . . . from mechanical rooms to day care centers . . . from patient care units to computer rooms, DSFM manages and maintains these areas so that maximum efficiency is achieved. Draftsmen, space planners and managers use their expertise in the design and utilization of space both on and off campus.

NIH has one of the most sophisticated communications systems in the country, making it possible for the most efficient information exchange. DSFM employees have the opportunity to work with the latest in communication technology such as the digital switch system.

There are positions available for electronics technicians, telephone operators, as well as video and sound recording technicians. DSFM also maintains the facilities at NIH to ensure a clean operating environment and has custodial positions for those with the right initiative.

NIH is constantly growing and changing. DSFM provides a wealth of services to keep up with new challenges to further the overall mission of advancing biomedical research.





Space Management Specialist/Officer

Engineering Draftsman

Engineering and Architecture Student Trainee

Electronics Technician

Television Production Specialist

Conference Service Supervisor

Conference Space Coordinator

Conference Assistant

Video and Sound Recording Equipment Operator

Projection and Sound Recording Equipment Operator

Telecommunications Manager/Specialist

Telephone Operator

Communications Clerk

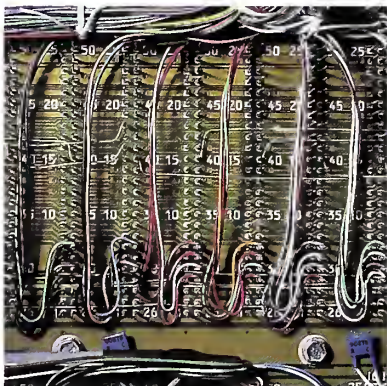
Custodial Foreman

Custodial Worker/Leader

**" The digital  
switch system  
is a key  
component of  
telecommunications  
here at NIH.  
Efficient  
information  
exchange is  
vital in an  
organization of  
this complexity."**

**Telecommunications**

**Specialist**

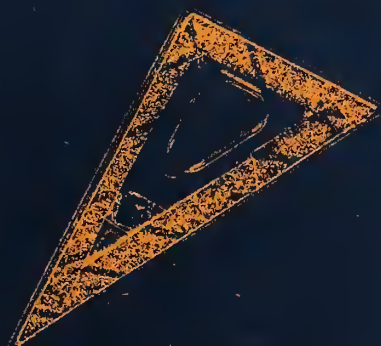






**"A lot of coordination  
goes into a large-scale  
lab relocation . . .  
It's important that  
there aren't any  
glitches in a move  
like that."**

**Space Manager**







Health Physicist  
Physical Science Technician  
Supply Technician  
Motor Vehicle Operator  
Industrial Hygienist  
Safety and Occupational Health Manager/Specialist  
Microbiologist  
Entomologist  
Pest Controller  
Toxicologist  
Environmental Engineer  
Environmental Protection Specialist  
Quality Assurance Specialist  
Firefighter  
Fire Prevention Engineer  
Fire Protection Inspector/Specialist  
Safety Technician  
Biological Laboratory Technician  
Laboratory Worker  
Chemist

## DIVISION OF SAFETY



Potential hazards are present whenever there is a complex as large and diverse as NIH. The Division of Safety (DS) ensures that risks are minimized and that human life is protected.

There are job opportunities within DS for those interested in environmental protection, occupational safety and health, and safe handling of radioactive materials. Individuals may also find rewarding careers in the fire fighting and emergency response fields. Microbiologists, chemists, biologists, health physicists, and toxicologists can utilize their expertise in assessing materials used in research and clinical settings. Biological laboratory technicians make sure that scientific experiments are protected against contamination, thus playing an active role in the research process.

DS personnel are essential in maintaining a safe work environment for all in the NIH community.





**" Radiation is a  
valuable tool  
which can be  
used safely if  
we ensure that  
all precautions  
are followed."  
Health Physicist**

**" Processing hazardous  
waste is an important  
step in conducting  
safe biomedical  
research."**

**Industrial Chemist**



**" Using a state-of-the-art  
polarized light  
microscope, it is  
possible to identify  
harmful asbestos fibers."  
Safety and Occupational  
Health Specialist**







# DIVISION OF SECURITY OPERATIONS

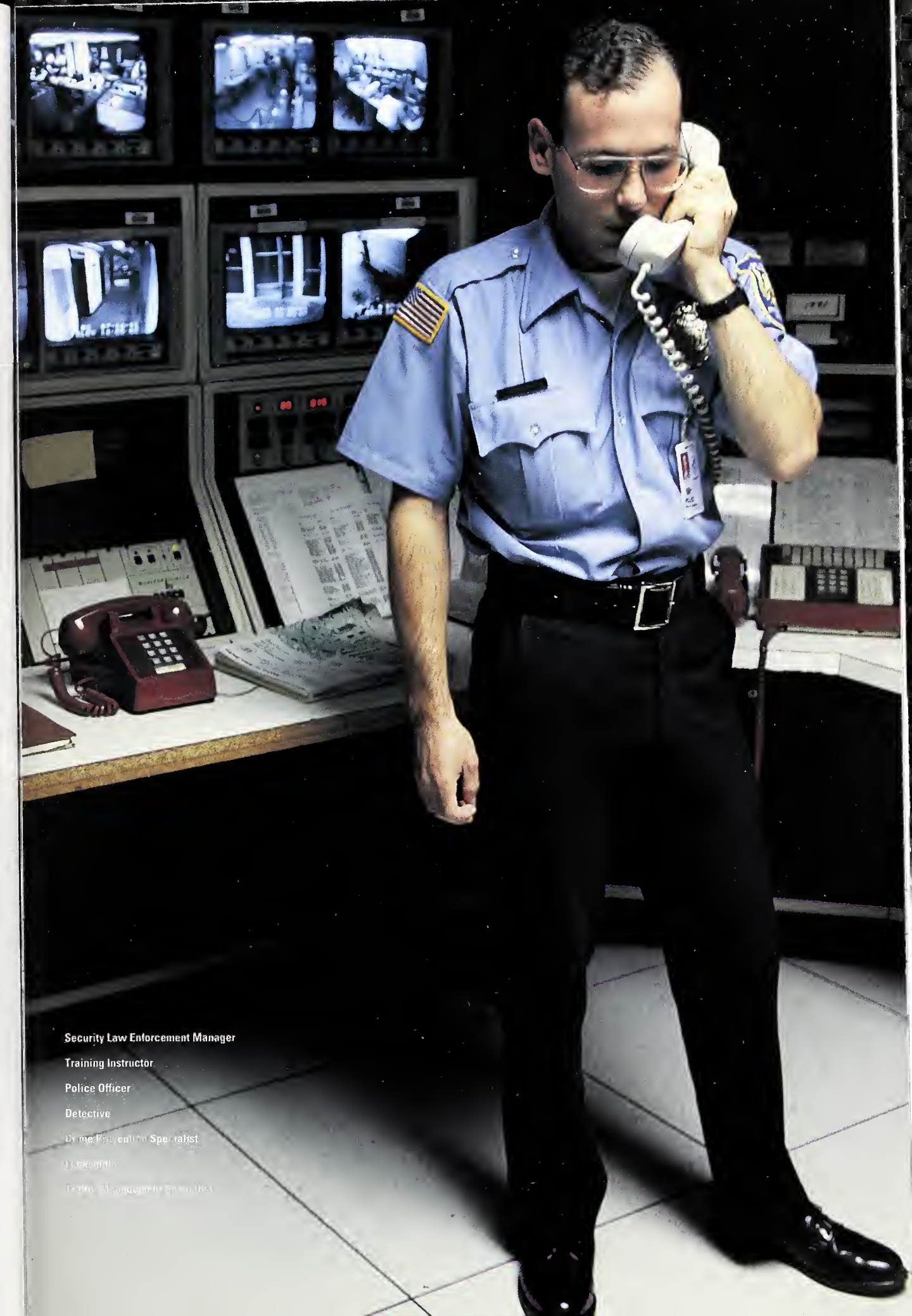


Police officers, detectives, crime prevention specialists, and locksmiths can experience new challenges within the Division of Security Operations (DSO). NIH is an enormous complex and is often compared to a small city within a city. The law enforcement aspects require that all personnel and property of the NIH complex and research hospital are securely protected.

The NIH police are specially trained at a facility in southern Georgia. There, students must pass weapons use, crowd control, and other specific procedures in order to become Federal officers. Police officers at NIH undergo weapon proficiency exams twice each year and frequent in-service training.

DSO is instrumental in coordinating a variety of special security measures ranging from group demonstrations to visits from high-level Government officials including the President of the United States. Individuals with career aspirations in law enforcement will find working for NIH a challenging opportunity.





Security Law Enforcement Manager

Training Instructor

Police Officer

Detective

Crim. Prevention Specialist

Dispatcher

Training Management Specialist



**" The training is rigorous . . .**

**the job is intense . . .**

**but the rewards are**

**endless."**

**Police Officer**



**" In an organization this**

**size, it is important to stay**

**one step ahead of crime.**

**We use the latest**

**techniques and equipment**

**to protect the NIH**

**community."**

**Crime Prevention**

**Specialist**









Transportation Assistant

Mail Supervisor

Mail Clerk (Reader/Sorter/Metering)

Mail Messenger

Motor Vehicle Operator

Printing Officer

Printing Specialist

Printing Assistant

Computer Programmer

Computer Assistant

Computer Operator

Copier Equipment Operator

## DIVISION OF SUPPORT SERVICES



The Division of Support Services (DSS) makes it possible for the NIH to carry out a variety of technical tasks.

DSS is responsible for one of the largest printing organizations in the Washington, DC area. Printing specialists and printing assistants assess and satisfy the printing needs of the entire NIH community. From booklets and brochures to posters and publications, the DSS printing staff assures the highest quality reproduction.

A huge volume of mail and other packages go in and out of NIH each day. NIH even has its own zip code! There are positions available for mail supervisors and clerks who help keep the system going. Those with specialized skills can also find challenging positions as motor vehicle and equipment operators within DSS.

DSS is a key player in the vital distribution and collection of research information, not just on the Bethesda, Maryland campus, but across the country and abroad as well.



**" Our sophisticated  
sorting system  
allows us to  
distribute a large  
volume of mail  
and other parcels  
quickly and  
efficiently."**

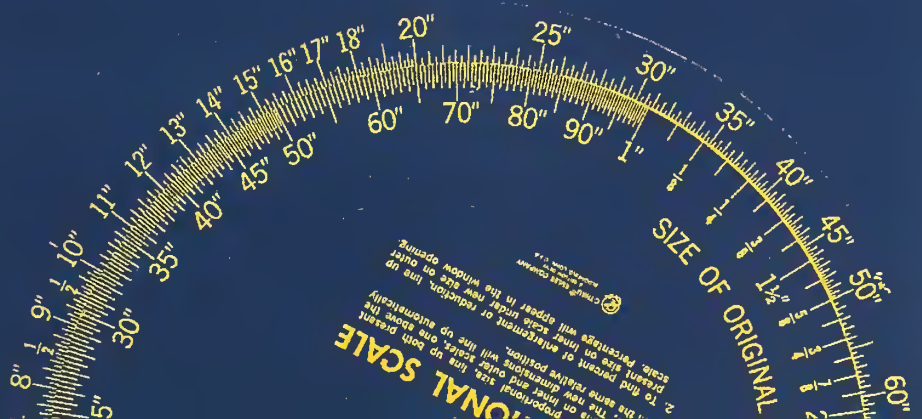
**Mail Supervisor**





**" Once a job is on press,  
fine tuning is crucial  
to ensure that the  
final piece meets  
expectations ."**

**Printing Specialist**





## OFFICE OF THE DIRECTOR



**" The most interesting  
aspect about ORS  
is the diversity of  
its employees."  
Personnel Officer**

Under the ORS, Office of the Director (OD) fall many of the administrative personnel who are instrumental in keeping the entire organization operating smoothly.

The Office of Administrative Management develops policy and provides analysis of data that is used for new legislation, organizational development and procedures that affect hundreds of employees.

Budget analysts, personnel specialists and computer specialists are among the people who handle the day-to-day and long-term management of the ORS. Purchasing agents procure equipment and services necessary to keep ORS operating efficiently. Equal employment specialists ensure fair work and hiring practices for all employees.

Administrative Officer

Personnel Management Specialist

Personnel Assistant

Budget Analyst

Computer Specialist

Program Analyst

Equal Employment Specialist

Purchasing Agent





FOR MORE INFORMATION



Join the thousands who are challenged daily . . .  
who understand the importance of support services in biomedical  
research and who are rewarded generously for their hard work . . .  
join the Office of Research Services.

Complete and send in the attached card or contact the ORS Personnel  
Management Branch for more information about current openings. NIH  
and ORS offer a generous benefits package, including Government health  
and life insurance programs and paid vacation and sick leave time.

When applying for any Federal Government job, it is important to complete  
an SF-171 form. Be sure to include all work experience and educational  
background and do not forget to date and sign the form.

SF-171 forms are available from any Government personnel office or by  
calling the ORS Personnel Management Branch on 301/402-1288.

ORS is an Equal Employment Opportunity Employer.







Please send me more information

about current job openings at the NIH Office of

Research Services in the following areas:

Division of Engineering Services (DES)

Name:

Division of Space and Facilities

Management (DSFM)

Street:

Division of Safety (DS)

Division of Security Operations (DSO)

City:

Division of Support Services (DSS)

State:

Immediate Office of the Director (OD)

Zip:

other requests:





Office of Research Services  
Personnel Management Branch  
National Institutes of Health  
Building 31, Room 4B05  
9000 Rockville Pike  
Bethesda, Maryland 20892





